

APR 1 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Administration of Travel and Transportation

REFERENCE: A. Memorandum to Chief, Regulations Control Staff from Deputy Assistant Director for Personnel, subject: "Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel," dated 11 February 1954

B. Comments submitted to Chief, Regulations Control Staff by Deputy Assistant Director for Personnel on Draft Regulation [ ] Transportation Policy.

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1. In Reference A the DAD/P calls attention to the need for revising Regulations [ ] to more correctly reflect the responsibilities, authorities and functions of the Logistics Office/DDA and the Office of Personnel with respect to Agency travel and transportation. With this suggestion I am in complete agreement. I have received the impression, however, from the views expressed in both Reference A and B that some confusion or misunderstanding exists concerning the proper method of delineating between the travel and transportation responsibilities and authorities of the Logistics Office, and the functional exercise of some of these responsibilities by the Central Processing Branch of the Personnel Office.

2. It is my view that the DD/A has primary responsibility and authority for the general administration and supervision of all Agency travel and transportation, including primary responsibility for developing and recommending all travel and transportation policies, and for ensuring that approved policies are properly administered. In order to accomplish this, adequate regulations and procedures must be developed; appropriate delegations of authority and assignments of responsibilities must be made; and essential supporting services must be furnished.

3. With reference to the above, I view the Central Processing Branch of the Personnel Office as a composite service facility operating under the general supervision of the AD/P. As such it performs personnel, comptroller, medical and logistics functions at a central point for reasons of convenience and efficiency in the processing of personnel going to and returning from overseas duty. Accordingly, to the extent that the Overseas Processing Branch exercises travel authority in performing travel functions and services, it must do so under the technical supervision and direction of the Logistics Office, and under authorities delegated to it by the Chief of Logistics or by Agency regulation.

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4. To properly reflect these relationships in Regulations  and  I suggest the following revision in these regulations:

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5. Unless you have other suggestions or views, it is suggested that Regulations  be revised accordingly and that subsidiary regulations such as Regulation  be similarly made to reflect these relationships. Your comments are requested.

/s/

L.X. WHITE  
Acting Deputy Director  
(Administration)

SA/DDA:EDE:mj (24 March 1954)

1-DDA chrono ✓

1-DDA subject : *Travel*